

CAC Renewal Process for State Employees

DO not wait until the last minute to start the process of renewal as it is not just getting a new card, there is a process that could take up to 2 weeks.

Step 1:

E-mail me at Stephanie.k.burdett.nfg@mail.mil that your CAC Card is expiring and the date it expires.

I will then research to see if you need to be fingerprinted. National policy mandates that all individuals with security clearance eligibility be continuously evaluated to determine if they meet the requirements to maintain a security clearance. All Army/Air and Adjutant General's Department personnel who have a security clearance eligibility, regardless of their access to classified information, are subject to continuous evaluation (CE). This CE means that you will more than likely have to be fingerprinted.

Step 2:

If you are required to be fingerprinted, you MUST get them done electronically and notify me of the date they were completed if not done at JFHQ.

Step 3:

I will then send an e-mail to FEDHRO with the pertinent information. FEDHRO will then await the outcome of your fingerprints.

If there are any criminal charges on your background, no matter how long ago, your fingerprint results could take up to 2 weeks to be returned.

Step 4:

Once fingerprint results have been delivered to FEDHRO, you will receive an e-mail with a link to complete an application to receive a CAC Card. You will have 7 days to initialize your application and 30 days to submit it. If this is not completed timely it will be disabled.

Step 5:

Once you have completed the application, you may then get a new CAC Card.